

Application for Duplicate License or Amendment to File

Complete Part I and Part II- if you are requesting that changes be made to your licensing file.

Complete Part III- if you are requesting a duplicate of your license. ***(Must complete Part IV also)***

If you are requesting a name change - you must submit a notarized or certified copy of the marriage license, divorce decree, or court order that has generated the legal change of name.

(Any request requiring another copy of the license, you must have Part IV of this form signed by a Notary Public.)

EFFECTIVE 7-24-02 ALL LICENSING TRANSACTIONS REQUIRE AN ANSWER TO THE FOLLOWING QUESTION AND SIGNATURE:

(If you have EVER held a Tennessee Teacher License or Tennessee Teacher Permit)

Are you addicted to the use of intoxicants or narcotics, have you ever been convicted of a felony (including a conviction plea of nolo contendere), or have you ever falsified or altered documentation required for licensure?

YES NO

If you answered yes, please provide documentation to explain.

All information is correct. I understand that the penalty for falsifying information to obtain a license is denial of that license.

Signature _____ Date _____

I. Previous Applicant Information

Name _____

Address _____

Teacher License Number _____

Social Security Number _____

II. Current Applicant Information

Name _____

Address _____

Teacher License Number _____

Social Security Number _____

III. Request for Duplicate of License *(Requires completion of Part IV also)*

I do not have a copy of my license. Please send a duplicate of my:

_____ Teacher License _____ Administrator License _____ Other _____
(list other type of license here)

Applicant's Signature _____ Date _____

IV. Notary Information

State of Tennessee, _____ County, _____ personally appeared
(Applicant)

before me, _____, a Notary Public in and for said County. Sworn and subscribed before me
this _____ day of _____, 20____.

(Notary Signature)

Place Notary Seal here.

TENNESSEE STATE DEPARTMENT OF EDUCATION

Office of Teacher Licensing
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710 James Robertson Parkway
Nashville, Tennessee 37243-0377